

ER-4-8127

MEMORANDUM FOR: Director of Central Intelligence

THRU : Acting Deputy Director (Administration)

SUBJECT : Motor Pool Operations (Agency Headquarters)

1. The Chief of Logistics was directed to make a study of the Motor Pool operations within the Washington area and submit specific recommendations considered appropriate thereto.
2. The assignment of passenger type vehicles and chauffeurs to individual offices instead of to a Motor Pool has been the subject of much internal controversy.
3. A staff study made by this office is attached hereto. Included in this study are recommendations that:
 - a. Twenty-one chauffeur driven vehicles now assigned to Offices be withdrawn and assigned to the Motor Pool. (This includes all chauffeur driven vehicles except the one vehicle now assigned to the Director and one vehicle assigned to the National Security Council.)
 - b. Action be taken to reduce the fleet by at least seven vehicles not later than 30 June 1954 and to effect further reductions provided adequate service can be provided with fewer vehicles. (A report was made to the Bureau of Budget that a reduction of seven vehicles will be made not later than 30 June 1954.)
 - c. All functions pertaining to the vehicular support in the Washington area be transferred to the Chief of Logistics. (Functions to provide vehicular support in the Washington area are now split between the Logistics Office and the Office of General Services).
 - d. Definite instructions be developed and published pertaining to the vehicular support in the Washington area.

JAMES A. GARRISON
Chief of Logistics

CONFIDENTIAL

1 Encl.

Staff Study